




## How to view your Itinerary when your GDS is Apollo

Once you receive the “CTO Booked” email from DTS, follow these steps to view your travel itinerary from the Galileo ViewTrip website.

1. Go to [www.viewtrip.com](http://www.viewtrip.com).
2. Enter your "DTS Authorization Confirmation Number" in the "Reservation #" field. See instructions on how to obtain your DTS Authorization Confirmation Number below.
3. Enter your “last name” in the “Last Name” field.
4. Click “GO”.

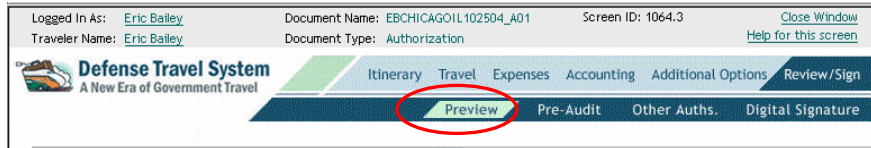
The screenshot shows the Galileo ViewTrip website interface. At the top, there are links for HINTS, FEEDBACK, and PRIVACY. The main heading is "Galileo ViewTrip". Below this, a message states: "To view a booked trip, enter your reservation number and last name:". The form contains two input fields: "Reservation #" with the value "VZ2F4L" and "Last Name" with the value "Shine". A red circle highlights these two fields. To the right of the fields is a "GO" button, which is pointed to by a red arrow. Below the input fields are dropdown menus for "Clock" (set to 12-hour) and "Degrees" (set to Fahrenheit). A note below these menus reads: "Note: To protect your valuable personal information, please be sure to log off of the ViewTrip web site by clicking on the 'Log Off' link when you are done viewing your itinerary." Further down, there is a section titled "Download to Your Calendar Now!" with text about downloading the itinerary into an electronic calendar and a link to an "Overview" page. At the bottom, there is a link to view the itinerary on a wireless device and a link to the HINTS page. The footer includes copyright information for Galileo International and a "POWERED BY GALILEO" logo.

5. Your Travel Information will populate.
6. You may email or print your itinerary.
7. Once the reservation has been ticketed by your CTO you can print your electronic ticket receipt.

HINTS   FEEDBACK   PRIVACY	
<b>Galileo ViewTrip</b>  <b>RESERVATION INFORMATION: M1VTPS</b>  <a href="#">FlightTracker</a> <a href="#">Send Itinerary</a> <a href="#">Itinerary Weather</a>  <a href="#">Printable Terms and Conditions</a>  <a href="#">View Another Trip</a> <a href="#">Log Off</a> <a href="#">Add to calendar</a>	<b>TRAVELLERS</b>  <b>Last Name:</b> _____ <b>First Name:</b> _____
	<b>FLIGHT</b> <b>Us Airways - US 167</b> <b>Sun 20 JUN 2004</b>  Departs: 07:40 AM Ronald Reagan National Arpt (DCA) Washington Arrives: 08:37 AM Philadelphia Intl Arpt (PHL) Status: Confirmed for Economy class Conf Nbr for Us Airways - GHYZYC FreqFlyer: _____
	<b>FLIGHT</b> <b>Us Airways - US 467</b> <b>Sun 20 JUN 2004</b>  Departs: 09:50 AM Philadelphia Intl Arpt (PHL) Arrives: 1:53 PM Punta Cana Arpt (PUJ) Status: Confirmed for Economy class Conf Nbr for Us Airways - GHYZYC FreqFlyer: _____
	<b>FLIGHT</b> <b>Us Airways - US 798</b> <b>Fri 25 JUN 2004</b>

## Obtain Confirmation Number from DTS

1. Your DTS Authorization Confirmation Number can be found on the trip “Preview” screen under Air Travel: Confirmation.



2. Apollo Confirmation Numbers also referred to as “PNR Locators” are six alpha/numeric digits.

Location 1 - [OTHER],DOM Time Zone: ATL (05)			
Itinerary:	Leave From:	RES: WALDORF, MD	
<a href="#">View</a>	TDY/TAD Location:	[OTHER],DOM	
	Arrive:	20-Jun-04	
	Leave:	25-Jun-04	
Air Travel:	Carrier:	US Airways (US)	<b>Comments to the Travel Agent:</b> PLEASE CALL ME IF YOU HAVE ANY PROBLEMS, ALSO E-MAIL ME MY ITINERARY SEAT PREFERENCE: 5A
<a href="#">View</a>	Flight:	0167	
	Fare:	\$1,389.90	
	Airport Passenger facility charge included in ticket price.		
	Facility Charge:	\$9.00	
	Depart:	DCA-Washington, Dc (Usa) (National Apt)	
		20-Jun-04 7:40AM	
	Arrive:	PHL-Philadelphia, Pa (Usa) (Int'L Apt)	
		20-Jun-04 8:37AM	
	Method of Reimbursement:	GOVCC	
	Confirmation:	M1VTPS	
	Ticket:	M1VTPS-CP	
Air Travel:	Carrier:	US Airways (US)	
	Flight:	0798	
	Depart:	PUJ-Punta Cana, Dominican Rep.	
		25-Jun-04 2:55PM	
	Arrive:	CLT-Charlotte, Nc (Usa)	
		25-Jun-04 6:30PM	
	Method of Reimbursement:		
	Confirmation:	M1VTPS	